



**MISSISSIPPI WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY**  
1635 Airport Drive  
Jackson, MS 39209

**WING POLICY LETTER  
NO. 2007-1001.1**

**Date: 1 Oct 2007**

In compliance with CAPR 173-2, ¶ 4g, the following travel policy is hereby adopted by Mississippi Wing effective the date shown above:

**Wing Travel Policy**

Mississippi Wing travel may be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol programs and services. MSWG may pay for member travel expenses incurred in pursuit of CAP goals, when authorized in advance by the wing commander or his designee. Members are expected to observe CAP policies and procedures when reporting expenses related to travel.

**1. Guidelines:**

Wing members should be forward thinking in looking for the best return on investment. This policy is intended to provide guidelines for wing members to ensure effective use of time and to minimize expenses. While this policy strives to be comprehensive, it is impossible to anticipate every situation encountered by a traveling member. The member should be aware of the right of wing staff to review claims and should therefore maintain sufficient records to validate expenses incurred.

Because of the time and expense involved, travel should be undertaken only when personal contact is necessary to conduct the required mission or purpose and when no other form of communication can be substituted. Should travel be necessary, it is the member's responsibility to keep the costs associated with the trip to a reasonable minimum.

Airline, hotel, and rental car reservations should be made using the lowest rate available. Lodging rates for National Board meetings and region/wing conferences shall be reimbursed at the conference or host hotel rate.

Members on wing business travel are official representatives of Civil Air Patrol and the MS Wing, and it is expected that their public behavior will, at all times, project an image that is a credit to the organization.

**2. Reimbursement of member expenses:**

To be reimbursed, member costs for travel, fuel, etc. must be reasonable and in accordance with CAP regulations and wing policies. The general criteria for a reimbursable expense are

- Prior authorization of member travel by wing commander or his designee
- Reasonableness of the expense, and
- Wing-related purpose

Acceptable expenses include, but are not limited to, lodging, air transportation, vehicle fuel, taxi fare or car rentals, and purpose-related telephone calls.

**3. Expense report:**

CAPF 108 or MSWG Corporate Expense Report (depending on funding source) must be filed by the member desiring reimbursement within two weeks after the completion of the travel. Only reasonable wing-related expenses

shall be reimbursed on an expense report. All required receipts for reimbursed expenses should be attached to the form. The traveling member must sign and date the expense report verifying validity, and an appointed member must also sign in order to authorize reimbursement.

#### **4. Travel expenses:**

If authorized in advance by the wing commander or his designee, the wing shall reimburse members required to travel for reasonable costs incurred. Airfare and lodging expenses for wing-related travel shall be reimbursed. Reimbursement for meal expenses shall apply for any travel connected with a wing-related mission or purpose. When a vehicle is used for travel, the wing shall reimburse the member for fuel costs incurred during travel. If a wing vehicle is used and maintenance on the vehicle is required during the trip, the wing shall reimburse maintenance expense.

In cases of travel where time is also taken for personal leisure, expenses are allowed only for the days on which wing-related activity is conducted. Travel arrangements and additional costs related to personal travel are the responsibility of the member.

Members must retain and attach receipts for all travel related to expenditures regardless of dollar value. These receipts must be attached to the expense report for reimbursement. If the wing credit card is used to pay for travel-related expenses, receipts for authorized credit card purchases shall be submitted with the monthly credit card statement.

#### **5. Travel advances:**

The finance committee shall approve travel advances on a case-by-case basis. The member must submit a budget report to the finance committee detailing the estimated costs of the wing-related travel. The finance committee shall determine the authorization and amount of the travel advance. Traveling members receiving travel advances shall be required to repay any funds that are in excess of actual expenses incurred. The member shall submit a report listing expenses incurred and shall attach respective receipts to the report. If the member fails to repay excess travel funds, the finance committee shall determine the results for the member.

#### **6. Air travel:**

When a wing aircraft shall not be used for travel and air travel is required, all airline reservations and ticket purchases shall be made by the member's personal credit card or the wing credit card. Written approval must be obtained by the finance committee for air travel. Non-refundable tickets are to be used for the ticketed flight. In the event the member's itinerary changes prior to departure and a change fee is charged, the wing shall reimburse the change fee only with written authorization from a member of the finance committee.

Flights must be booked as far in advance as possible to obtain advance purchase prices on tickets. Air fare shall be reimbursed to members by submitting the expense report with a copy of the payment document.

Members are encouraged to economize on airport parking where practicable. Cost saving measures should include parking in longer-term lots for trips. All parking expenditures must be itemized on the expense report and receipts must be attached.

When making reservations, members should accept the lowest fare in the market place without regard to the airline providing the service. For purposes of obtaining the best fare possible, the member should be reasonably flexible regarding flight times. Every attempt should be made to take advantage of reduced rates.

Coach class (or lowest available) should be used by all members. Business and First class fares are not authorized.

Unused non-refundable tickets are to be applied to future tickets. Members are reminded of their responsibility to reschedule non-refundable tickets in order not to lose the value of the scheduled airfare when a trip is cancelled.

Private Aircraft

Private aircraft expenses may be paid if the pilot has the prior approval of the Wing Commander or his designee along with a copy of an appropriate, current pilot certificate and proof of insurance. Reimbursement may be made on the cost of the fuel to the same destination.

## **7. Ground transportation:**

Members are encouraged to rely on taxis, metro/subways, hotel courtesy vans, or CAP wing vehicles for transportation during wing-related travel. If a rental car is required, members will select the lowest cost rental vehicles that meet purpose requirements. Members must retain receipts for this along with any fuel purchased for the rented vehicle. Luxury size sedans or SUVs are not allowable without prior approval of the finance committee. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailability of reserved model.

Civil Air Patrol corporate insurance provides coverage to members when renting a car for wing-related business.

The wing may reimburse fuel for members who use a personal vehicle for travel. Tolls and parking charges may also be reimbursed for both personal and rented vehicles. Members are responsible for all other expenses incurred while driving their personal vehicles, including moving traffic violations and parking tickets.

The wing shall not compensate the member using his/her own vehicle for any physical automobile damage or for any amount, which shall be deductible from the member's collision insurance coverage.

## **8. Meals:**

### **Business Meeting Meals or Entertainment**

Ordinarily, business meeting meals will not be reimbursed, except as authorized by the wing commander or his designee. If so authorized, business meeting meals or entertainment must have a business purpose and must include two or more persons. Costs must be reasonable and customary for the location. Itemized receipts are required.

- Reimbursement after the fact: If the expense was out-of-pocket, it may be submitted for reimbursement on the expense report. Tips for business meeting meals or entertainment are reimbursable up to 20% of meal cost.
- Alcoholic beverages: Regardless of the payment method used, alcoholic beverages associated with a business meeting meal or entertainment shall not be charged to or reimbursed by MSWG.

### **Personal Meals**

Personal meals are individual, everyday meals consumed during business travel. Ordinarily, personal meals will not be reimbursed, except as authorized by the wing commander or his designee.

Same day travel: Wing members do not qualify for personal meal reimbursement during same-day travel. IRS regulations require that an employee be away from home substantially longer than an ordinary day's work **and** during the time away from home, need sleep or rest.

## **9. Miscellaneous:**

Telephone and fax: Reasonable charges for communications made for wing-related purposes while traveling may be reimbursed. Receipts for those charges must be attached unless included on the hotel statement. Internet charges may also be reimbursed with prior approval.

Laundry: Personal laundry and cleaning and pressing of clothing shall not be reimbursed.

Tips: Reasonable tips for baggage handling may be reimbursed.

Registration fees: Reasonable charges for registration fees may be reimbursed.

Alcoholic beverages: Alcoholic beverages shall not be reimbursed.

National Board and Region/Wing Conference Travel: Travel for the Wing Commander and such other wing members as he may designate is authorized for attendance at official National Board meetings and region/wing conferences. Travel policy guidelines and reimbursement shall be in accordance with the procedures set forth in this policy. National Headquarters reimburses the wing for a portion of this travel, and the wing may reimburse amounts in excess of the amount supplied by National Headquarters.

APPROVED BY THE WING FINANCE COMMITTEE effective as of 1 Oct 2007.

A handwritten signature in black ink, appearing to read "T. Carroll", written in a cursive style.

Tillman C. Carroll, Col, CAP  
Commander, MSWG